

MANAGEMENT NOTICE

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 013-2014

OPEN TO: All Interested Candidates/ All Sources

POSITION: Accounting Technician, FSN-07, FP-07

OPENING DATE: April 30, 2014

CLOSING DATE: May 15, 2014

WORK HOURS: Full-time; 40 hours/ week

SALARY: *Ordinary Resident (OR)
(Position Grade FSN-07)

*Not-Ordinarily Resident (NOR)
(Position Grade FP-07)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

The United States Embassy in Freetown is seeking an individual within or outside the Mission for the position of Accounting Technician. The position is located in the Management Section and reports to the Financial Management Specialist.

BASIC FUNCTION OF POSITION:

The employee performs a wide range of Accounting services including but not limited to maintaining, reviewing, reconciling, and balancing of official accounting records of large scope of routine to more complex operating budget allotments for the embassy and associated agencies.

Also Maintains official accounting records (ledgers, journals, and registers) and prepares related financial reports. Reviews and, as appropriate, records all financial transactions from variety of documents, such as purchase orders, work orders, vouchers, journal vouchers, transfers between appropriations, liquidation reports, and travel authorizations.

Codifies various obligating documents by type of expense, after determining that each obligation is valid and that funds are available.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact the HR Office at American Embassy, Hill Station or visit the website below to obtain a copy of the position description. Please see appendix C.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** Completion of secondary school education plus two or more years of business, technical, vocational, or college study in accounting or auditing is required.
- 2. Experience:** Three years of progressively responsible experience in clerical accounts maintenance, bookkeeping, or related accounting technician work is required.
- 3. English Ability:** Good working knowledge in written and spoken English Language required.
- 4. Other Criteria:** Sound knowledge of accounting principles, techniques allotment bookkeeping, reconciling and closing documents, obligations and disbursement of accounts operations. Thorough knowledge of Windows, Word, and Excel programs. Must be able to acquire knowledge of U.S. regulations and manuals on financial procedures, as well as policies, procedures and systems in allotment, accounting and cashiering within one year of assuming the position.
- 5. Other Skills:** Ability to relate funds management with mission programs and projects affected by varied transaction documents, accounting codes and account structures. Must be able to outline detailed procedures for setting up and liquidating obligations. Must demonstrate tact and be able to explain clearly and convincingly, the rationales for allowable and non-allowable conditions relating to accounting documents.
- 6. Interpersonal skills:** Interpersonal relationship with members of Management Section staff in coordinating work through positive teamwork collaboration.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency

status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html OR
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); OR
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; PLUS
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above

SUBMIT APPLICATION TO
The Human Resources Section
(Application for Accounting Technician)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076/022-515-075

POINT OF CONTACT:

Human Resources Section: 076-515-000/079/961/624/078/708/790

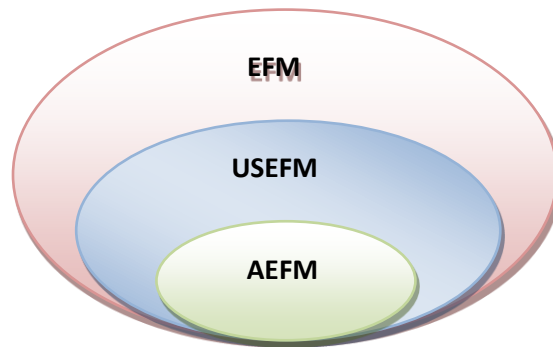
Note: All applicants must/must complete the DS-174 and attached their most current curriculum vitae to their application package. The embassy will not accept any applications that does not contain DS-174.

CLOSING DATE FOR THIS POSITION: May 15, 2014

The U.S. Mission in Freetown, Sierra Leone provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
- Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
 - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
 - Does not receive a Foreign Service or Civil Service annuity
4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
- Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:
- Is not a citizen of the host country; and
 - Does not ordinarily reside (OR, see below) in the host country; and
 - Is not subject to host country employment and tax laws; and
 - Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:
- Is locally resident; and
 - Has legal, permanent resident status within the host country; and

- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

Appendix C

COMPLETE JOB DESCRIPTION – Accounting Technician

The incumbent maintains official accounting records (ledgers, journals, and registers) and prepares related financial reports. Reviews and, as appropriate, records all financial transactions from a wide variety of documents, such as purchase orders, work orders, vouchers, journal vouchers, transfers between appropriations, liquidation reports, and travel authorizations. Codifies a wide variety of obligating documents by type of expense, after determining that each obligation is valid and that funds are available.

Periodically reconciles general subsidiary accounting records, computes totals, and develops and prepares official monthly, quarterly, and annual reports by allotment and sub-object status. Prepares detailed worksheets of unpaid (delivered or undelivered) orders, pre-payments, accruals, and other categories required for reports.

Performs other financial related duties including the following: Maintain accounts receivable file of amounts due from employees to the U.S. Government and follow up on regular schedule to make collections; answers queries from supported agencies; maintains file of obligation documents and liquidations; and prepares recurring and special reports as required.

Reviews and prepares utility bills for completeness, disseminates to employees for payment and files budget documents. Ensures all bills/invoices received or collected from utilities Vendors and other sources are recorded and stamped with date stamp for tracking. Must be able to detect discrepancies and rectify with staff or vendor.

Checks telephone bill computation for accuracy and correctness. Ensures that invoices/bills are in compliance with the terms of the utility contract of USG policies.

****Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**